

Sign Permit Application



City of Dunwoody
41 Perimeter Center East
Dunwoody, GA 30346
Phone: (678) 382-6800
Fax: (77) 396-4828

Except for those signs which may be erected without obtaining a permit, every person desiring to erect a sign in the City of Dunwoody shall first obtain a sign permit and all other permits required for the desired structure in accordance with City ordinances. Please review this checklist, complete the Permanent Sign Application form attached, and deliver them with all required supplemental documents to the City of Dunwoody Community Development Department, located at 41 Perimeter Center East, Dunwoody, GA 30346.

- ☐ Completed application with all applicable information.
- ☐ Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign. Attach a separate sheet as necessary.
- ☐ Name, address, phone number and occupational tax certificate number of the sign contractor responsible for the installation and/or maintenance of the sign.
- ☐ A full-color, scaled rendering of the proposed signage, including the type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, how the sign is to be illuminated (if at all) and an explanation of how the sign is to be mounted or erected.
- ☐ Wall sign applications will indicate the width in linear feet of the wall or canopy on which the sign will be mounted, and the height above grade at which the sign will be mounted.
- ☐ Application for ground signs shall include a separate site plan drawn to scale, including a closed boundary survey of the property, gross acreage, the proposed location of subject sign, location of all ground signs on the property, entrance driveways from public streets, street rights-of-way, public or private easements, building locations, gross area of buildings and floor area occupied by subject owner or tenants.
- ☐ Applications for signs requiring the installation of new electrical conductors and/or conduits shall secure the requisite electrical permits as required by the City Building Official.
- ☐ Applications for new ground signs shall secure the requisite building permits for footer installation and inspection as required by the City Building Official.
- ☐ The payment in full of the applicable application fee(s).

Note: Each applicant shall present to the Department, upon request, a certificate of liability insurance prior to the issuance of a sign permit.

All applications will be processed and made available to the applicant within twenty (20) business days from the date of submission.

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Subject Property	Address:		
Applicant Information	Parcel ID:	Lot Size:	<input type="checkbox"/> s.f. <input type="checkbox"/> acre
	Name:		
	Contact Name:		
	Address:		
Property Owner	Phone:	Fax:	Email:
	Owner's Name:		
	Owner's Address:		
	Phone:	Fax:	Email:
Sign Description	Sign Information		
	Sign Type:		
	Height Above Grade:		
	Color & Material:		
	Dimensions/Area:	Lighting Type:	
	Set Back From Right of Way (ground sign):	Width of Wall/Tenant Space (wall sign):	
	Content of Sign:		
	Are there other signs presently existing on site? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the attached affidavit.		
Sign Contractor	Company Name:		Occupational Tax Certificate #:
	Contact Name:		
	Address:		
	Phone:	Fax:	Email:
	Will contractor install sign? <input type="checkbox"/> Yes <input type="checkbox"/> No		Property Owner's permission to install sign? <input type="checkbox"/> Yes <input type="checkbox"/> No
Signatures	<i>I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the City of Dunwoody Zoning Ordinance.</i>		
	Applicant's Name:		
	Applicant's Signature:		Date:
	Property Owner's Name:		Date:
Staff	Staff Only		
	Received by:	Decision:	Date:
	Permit #:	Zoning Case #:	Date:
	Fee Received by:	Receipt #:	Total Fee: Date:

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All Sign Permit Applications are not considered "received" by the department until the Community Development Director deems the application to be complete and accurate. Failure to submit this document in full and signed will result in an immediate denial of your application.

I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by the sign or sign structure.

I have read and understand the above statements.

Signature

Applicants Name:

Signature:

Date:

Witnessed by:

Date:

**Affidavit Of Existing
Aggregate Sign Area**



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This document shall be executed and signed by the owner of the property or his/her agent. If completed and executed by the owner's agent, documentation shall be submitted by the applicant showing the owner's authorization to act as applicant (either in a separate letter or by the signature on the first page of the application).

Address of Property: _____

Size of Property: _____ ☐ s.f. ☐ acre Current Use of Property: _____

NOTE: Total only the area(s) of those sign(s) visible from public spaces on the exterior of the building(s). Include all ground, wall, and canopy sign area for the lot or tenant space. Area of all types of signs shall be measured as specified by the City of Dunwoody Sign Ordinance.

Ground Signs: _____ Sq. Ft.

Wall Signs: _____ Sq. Ft.

Canopy Signs: _____ Sq. Ft.

TOTAL AGGREGATE AREA OF ALL EXISTING SIGNS AS OF _____, 20_____

_____ Sq. Ft.

Date: _____, 20_____

I, _____, do solemnly swear that the information on this document is true and accurate, and that no false or misleading information or statement is submitted herein to obtain a sign permit. I understand that if I provide false or misleading information or statements in this document I may be subject to criminal prosecution and/or immediate revocation of any sign permit issued as a result of this document. I understand that I must comply with the City of Dunwoody ordinances and regulations.

Signed: _____

Owner/Agent

Print Name: _____